

CONFIDENTIAL

Chief, Management Staff

18 April 1957

Chief, Records Management Staff

Weekly Report - Week Ending 17 April 1957

1. Contributions

a. Tangible

- (1) Fourteen new and revised forms completed; Seven forms eliminated.
- (2) Two Agency offices (EE Division and Logistics Office) have agreed to our proposal to install manual sorting devices which will expedite their operations substantially and eliminate considerable space now required by the present cumbersome methods of hand sorting on table and desk tops.
- (3) Records Center received 499 cubic feet of inactive *Records* and destroyed or transferred 163 cubic feet.
- (4) Completed evaluation of four Employee Suggestions.

b. Intangible

- (1) Lectured on Agency Filing and Correspondence practices at the OTR Administrative Procedures course.

2. Assignments (Active)

- a. Installation of filing system in Guided Missiles Division, OSI
- b. Reviewed 4 requisitions for filing equipment; returned two for further consideration.
- c. Use of Shelf Filing Biographic Register - Bid Invitation for equipment released 18 April.
- d. Use of Shelf Filing, Office of Security - Equipment requirements and a floor plan being developed.
- e. Records Disposition Survey, OCR - Inventory of all records completed. Preliminary schedules prepared showing 491 separate series of records with a total volume of 27,209 cubic feet.

CONFIDENTIAL

- f. Records Management Survey, Stock Management and Requirements Section of Logistics Office - Tentative agreement reached on disposition of records and some material has been destroyed.
- g. Records Disposition Survey, Commercial Staff - Inventory of administrative records completed.
- h. Twenty-four new and revised forms in process.

3. News

25X1

- a. [] Historical Staff, has been reviewing some of our Records Control Schedules in order to locate files needed for reference in the work of the Historical Staff.
- b. A special trip was made to the Vital Materials Repository to accommodate representatives of DD/P for the purpose of depositing, reviewing, and withdrawing some of their vital records.

25X1

Mgt.S/RMS



w (18 April 1957)



25X1